



**COUNTY GOVERNMENT OF KIAMBU**  
**DEPARTMENT OF LANDS, HOUSING, PHYSICAL PLANNING,**  
**MUNICIPAL ADMINISTRATION AND URBAN DEVELOPMENT**  
**RUIRU MUNICIPALITY**

**Email:** info@kiambu.go.ke | **Website:** www.kiambu.go.ke | **Twitter:** @KiambuCountyGov

---

**MINUTES OF RUIRU MUNICIPALITY, BOARD MEETING HELD ON 17<sup>th</sup> May 2024 AT THE RUIRU MUNICIPALITY BOARDROOM**

**MEMBERS PRESENT**

<b>NAME</b>	<b>DESIGNATION</b>
1. Samuel Mwaniki	Chairperson
2. Veronica Waithira	Vice chairperson
3. Francis Kaminju	Member
4. Rev Simon Githiora	Member
5. Salome Kimata	Member
6. Dr. David Muchina	Member
7. Monica Mwagiru	Member
8. Joanne Kihori	Municipal Manager
9. Salome Wainaina and	CECM Land, Housing, Physical Planning, Municipal Administration  Urban Planning
10. Martin Kangiri	C.O. Lands, Physical Planning, Municipal Administration  and Urban Development

**AGENDA**

1. Introductions
2. Elections of Chairperson and Vice chairperson
3. Review of the functions of the Board as outlined in the Urban Areas and Cities Act 2011
4. Review of the Ruiru Municipality Charter
5. Review of past achievements and experiences of Ruiru Municipality
6. Solid Waste Management Policy
7. Annual Schedule of Citizen Fora
8. IDEP (ISUDP) and AUIPS (MDEP)
9. AOB
10. Adjournment

The meeting was called to order at 9.33 AM

### **MIN 1/05/2024 INTRODUCTIONS**

Opening prayers were led by Rev. Simon Githiora.

The Chief Officer Maud Mr. Martin Kangiri welcomed the new Board members and appreciated that the Board was fully constituted. He therefore invited the CECM to make her remarks.

The CECM Lhhpmaud welcomed the appointed members to the first meeting of the Board, and assured them of the Department's support and goodwill in order to work together as a team for the benefit of the Municipality and County residents.

### **MIN 2/05/2024 ELECTIONS OF CHAIRPERSON AND VICE CHAIRPERSON**

This was done as per section 17 of the Act

For the position of Chairperson Samuel Mwaniki was proposed by Salome Kimata and seconded by Mr. Francis Kaminju

The board members unanimously supported her election.

For the position of Vice chairperson Veronica Waithira was proposed by Dr. David Muchina and seconded by Ms. Monica Mwangiri

The board members unanimously supported his election.

### **MIN 3/05/2024 REVIEW OF THE FUNCTIONS OF THE BOARD AS OUTLINED IN THE URBAN AREAS AND CITIES ACT 2011**

The secretary took members through the functions of the board as per section 20 and 21 of the Act.

The members were eager to find out the functions that have been delegated to them by the County Government and whether the Governor has signed the memorandum to have those functions delegated.

### **MIN 4/05/2024 REVIEW OF THE RUIRU MUNICIPALITY CHARTER**

The secretary took members through the charter that was signed 27.06.2018 that conferred Ruiru Municipality status to Ruiru urban area.

Members noted that section 7(2) of the charter was inconsistent with section 17(3) of the Act on the election of Chairperson and requested, if possible, this is rectified so that both can read the same way.

Members noted that the first schedule – map of Ruiru Municipality page was empty and the Manager was tasked to ensure that we have a map of the municipality by the next meeting.

Members agreed that the charter should be implemented and the municipality should be in a position to perform all its functions in service delivery to the residents.

### **MIN 5/05/2024 REVIEW OF PAST ACHIEVEMENTS AND EXPERIENCES OF RUIRU MUNICIPALITY**

The members from the board were grateful to have been retained and they had the following observations:

- The Municipal Manager to observe openness and have clear communication on activities going on in the municipality.
- The board members to be involved in all the events and functions of the municipality.
- The board to be informed of its budget.
- It is important to form committees that will assist in the running of the municipality functions
- The board needs to be fully functional by having the various duties delegated to them and also have fully functional offices with office staff.
- The board should not only be involved in implementing donor funded projects but other projects from the county Government.
- The board should be concerned about the local revenue collected in the municipality and how to improve the revenue streams and generate more revenue.

### **MIN 06/05/2024 – ADOPTION OF THE SOLID WASTE MANAGEMENT**

The Chair introduced the agenda item on adopting a solid waste management policy to improve sanitation and environmental sustainability within the municipality.

Members discussed the importance of implementing effective waste management practices and reviewed proposed strategies. After thorough deliberation, the board agreed to adopt the solid waste management policy as a priority for effective municipal operations

### **MIN 07/05/2024 ANNUAL SCHEDULE OF CITIZEN FORA**

The chair tabled the annual schedule of citizen fora. This is the schedule of how the Municipality will engage the residents in public participation. The members perused and agreed that the citizen fora should be held at least once in every quarter

### **MIN 08/05/2024 IDEP (ISUDP) AND AUIPS (MADP)**

The board reviewed the Integrated Sustainable Urban Development and Planning Strategy (ISUDPS) and the Municipal Annual Development Plan (MADP formerly AUIP) proposals, including objectives for sustainable growth, environmental impact, infrastructure development, and community engagement. Board members discussed the strategy's alignment with long-term municipal goals and its potential benefits for local development and adopted it.

### **MIN 09/05/2024 AOB**

- Members agreed on the importance of identifying public property and other municipal assets
- It was agreed that we need to have a municipal asset register.
- Members agreed that we need to meet with Ruiru Members of County Assembly (MCA's) for familiarisation with each other.

- It was agreed that we should work hand in hand with the political leadership to avoid any clashing and we should complement each other.
- Reflectors
- Protective gears i.e gumboots, head gears
- Parking Car Stickers for the Board
- Set our Mobilization entry points
- feeding street children
- Governor Lights
- Lighting of Christmas Tree at the end of the year
- Planting of trees on National tree planting day
- Cleanup on Saturday
- Tax exemption for PWDS Allowances

**ADJOURNMENT**

The meeting was adjourned at 12.30pm with a word of prayer from Rev Simon Githiora and thereafter t members were invited for a cup of tea and snacks.

Date of the next meeting will be notified.

Signed by:

Chairman : SAMUEL MWANIKI Date: ..... Sign. 

Secretary :  Date: ..... Sign. Joanne Kihoni